

Department of Electrical Engineering
Assignment
Date: 25/09/2020

Course Details

Course Title: Technical Report Writing
Instructor: MISS RIZWANA IQBAL

Module: 4
Total Marks: 50

Student Details

Name:

M.Yasir shah

Student ID:

13172

Note: Plagiarized work is not acceptable.

Q1	How to write a resume for a job? Explain it with example.	Marks 10
		CLO 2
Q2	How to write a research proposal?	Marks 10
		CLO 2
Q3	How many steps are included in technical writing process?	Marks 10
		CLO 2
Q4	How do you write an instruction manual? Explain it with example.	Marks 10
		CLO 2
Q5	What is the difference between memo and memorandum?	Marks 10
		CLO 2

(Page 1)

ID 13172

Q #01

How to write a Resume Step by Step

- (1) Pick the right resume format and layout.
- (2) Mention your personal details and contact information.
- (3) Use a Resume summary or objective.
- (4) List your work experience and achievements.
- (5) Mention your top soft and hard skills.
- (6) (optional) Include additional resume sections - Languages, Hobbies etc.
- (7) Tailor your information for the job ad.

(8) Craft a convincing cover letter.

(9) Proofread your resume and cover letter.

Example

M. Yasir Shah
Electrical Engineer.

ABOUT ME

To work in a distinguished and dynamic organization where one can exhibit one's potentials to the maximum and to prop up his theoretical knowledge with solid practical experience.

CONTACT ME

Phone : +92 346 942985

E-mail : Yasirsh76@gmail.com

D.O.B : 7-04-1996

Nationality : Pakistan

Religion : Islam

Address : HNH 388, Street 46, Sector D2
Phase I Hayatabad Peshawar
Pakistan

Skills

- > Creative
- > Team work
- > Communication
- > Leadership
- > Supervision
- > Presentation

(Page 3)

LANGUAGES

- English
- Urdu
- Pashto

ACADAMIC QUALIFICATION

- Bachelor of Electrical Engineering
Sagya National University, Peshawar
1st Division 2016 - 2020
- Intermediate
FSC Pre Engineering
BISE Peshawar 2014 - 2016
- Matriculation
~~Science~~ Science group
BISE Peshawar 2013 - 2014
1st Division

TRAIN INTERNEE

- Train internee at Zong CMPak
(FOP) Ltd. Peshawar.

Research proposal should include the following:

(1) Title :

Your title should give a clear indication of your proposed research approach or key question.

(2) Background and Rationale :

Should include :

- The background and issues of your proposed research
- Identify your discipline.
- A short literature review
- A summary of key debates and developments in the field.

(3) Research Questions :

You should formulate these clearly, giving an explanation as to what problems and issues are to be explored and why they are worth exploring.

(4) Research Methodology:

you should provide an outline of:

- The theoretical resources to be drawn.
- The research approach (theoretical framework).
- The research methods appropriate for the proposed research.
- A discussion of advantages as well as limits of particular approaches and methods.

(5) Plan of work & Time Schedule:

You should include an outline of the various stages and corresponding time lines for developing and implementing the research, including writing up your thesis.

For full-time study your research should be completed within three years, with writing up completed in the fourth year of registration.

(Page 6)

10 13172

For part-time study your research should be completed within six years, with writing up completed by the eighth year.

(6) Bibliography: You should include:

→ A list of references to key articles and texts discussed within your research proposal.

→ A selection of sources appropriate to the proposed research.

(Page 7)

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Q#03

Technical writing process consists of five steps.

(i) Preparation: The first step is preparation when a technical writer creates a plan. First of all, ask the following questions.

Who am I writing for? What is the skill level, average age of the audience?
How many documents do I need to write?
What is the deadline?

The question about your target audience is the most important because you write documentation for people. In order to learn more about them, you can gather a focus group, but first of all, prepare a list of questions about their age, education, occupation, this information will help you later. Or you can ask people with whom you are working, maybe, they already know their target audience.

(Page 8)

(ii) Research :- The research stage is about gathering information about a product. So, here's what you should do: interview people who are also working on this project, reading information about the product that you are going to document.

(iii) Organization :- Now it's time to analyze the information that you have gathered divide it into sections that will describe the key points of a product. Information organization is essential, it will help you to create a structure of your future documentation. But remember that it's not a straight jacket, it can be changed and rewritten. Moreover, your documentation can differ from its first draft but it's ok.

(Page 9)

(iv) First Draft and Revision:- After the organization step, you are ready for a first draft. The draft will be a base for your future documentation, create it as it's comfortable for you, for example, you may use long description, not formatted lists and so on, but then you should revise the written content wisely, follow all the technical writing rules like placing important information first, using the clear sentence structure, active voice and so on.

(v) Review and Publish:- The last step is reviewing and publishing your content. You can use these proofreading tips for technical writer to ~~part~~ polish your documentation, use free grammar checkers or ask your friend. After that, you're ready to send your documents to reviewers. When it's OK, publish your documentation.

(Page 10)

Q#04

Following steps explain instruction manual.

-> Objective of your instruction manual:

While writing an instruction manual one need to have clear idea in mind about what objectives do I need to write on. Like, what's the purpose of making instruction manual? And what should we include in our instructional manual.

-> Structure your work instruction in a clear, step by step instruction (guide - topic - instruction - step)

-> Use an active tone of voice when writing instructions.

(Page 11)

- Keep it short and to the point.
- Use a clear visual to illustrate the step.
- Split up a task in several different sub tasks.
- Add a structure of table of contents where the topics to be discussed are mentioned, so it will be easy for readers to go for it and find it easily.

Q # 05

Memorandum is popularly known as memo. The literal meaning of the word memorandum is a note to assist the memory. Memos are the written internal communication means for exchanging information relating to day-to-day functions within the organizations.

According to Lester and Pettit, "Memorandum is a form of letter written inside the business".

According to Stewart and Clark, "Memos are used to communicate with other employees, regardless of where the employees may be located in the same organization".

According to S. Taylor, "Memo is written communication form one person to another (or a group of) people) within the same organization".

(Page 13)

So, memorandum and memo are an internal short note or letter in which information exchanged among superiors and subordinates or same position of employees in the organizational structure.